



JUVENILE JUSTICE DIVISION

PROJECT PROPOSAL
FORM

Completed Project Proposals should be submitted to:

*Indiana Criminal Justice Institute
ATTN.: Juvenile Division Director
One North Capitol Avenue, Suite 1000
Indianapolis, IN 46204
Phone: (317) 233-3340
* No faxed copies.*

NOTE: INSTRUCTIONS ON BACK

Date of Application: _____ **Date Received By Institute:** _____

Project Title: _____

Legal Applicant: _____

Fiscal Agent: _____

Implementing Agency: _____

Contact Person: _____

Title: _____

Address: _____

Telephone Number: _____ **FAX:** _____

E-Mail: _____

(Attach additional pages as necessary.)

PROBLEM STATEMENT/TARGET POPULATION

INSTRUCTIONS FOR PROJECT PROPOSAL FORM

Please read all instructions prior to completion of the Project Proposal Form. Contact the Institute if you have questions (317/233-3340). This proposal form has been developed to allow local units of government to submit proposals to the Indiana Criminal Justice Institute for projects other than those included in the State's strategy.

- **Project Title:** Title of the project for which you are seeking grant funds.
- **Legal Applicant:** Must be a public entity - state agency, unit of local government (city, county, township, town, borough, parish village, or other general purpose political subdivision of a state), or a public university.
- **Fiscal Agent:** Must be the county auditor, city controller, city clerk-treasurer, or school corporation treasurer – whichever office serves as the fiscal agent for the unit of local government.
- **Implementing Agency:** Name of the agency which will be implementing the project.
- **Problem Statement:** State the problem and target population which will be addressed through this project. Include relevant data from the local community supporting the need for such a project. Project should not duplicate any existing programs in the area. Please note if funds are sought for a creation of a new project or enhancement of an existing project.
- **Goals of the Project:** State the anticipated end results of the project.
- **Objectives of the Project:** Detail the specific, measurable objectives that will be used to gauge program success.
- **Budget:** Indicate the proposed budget for one year of the project by categories listed.
- **Budget Narrative:** Provide a brief narrative description of the funds being requested in for this project.
- **Plans for Continuation Funding:** Ideally, most projects will be funded for a three-year period. State what resources have been sought out for continued operation of the proposed project. **NOTE: ICJI grants are considered “seed money” and should not be utilized as the sole source of indefinite income for any program or project. Awards will be generally granted for one year on an April 1st – March 31st funding cycle. Each year thereafter programs may apply for continuation funding on a competitive basis.**

Please answer all questions completely. Attach additional pages as necessary, but keep in mind **this is only a Project Proposal, not a Grant Application.** (Refer to “Grant Funding Information” for specific details on availability of funds, program areas, review process and application requirements.)

GOALS OF THE PROJECT

OBJECTIVES OF THE PROJECT

BUDGET SUMMARY**FUNDING SUMMARY**

A. PERSONNEL
B. CONTRACTUAL SERVICES
C. TRAVEL
D. EQUIPMENT
E. OPERATING EXPENSES
F. CONSTRUCTION
TOTAL

Federal Funds

BUDGET SUMMARY BY PROGRAM AREA**FORMULA GRANT (JF)****Program Area**

03 Alternatives to Secure Confinement
04 Minority Overrepresentation
05 Primary Delinquency Prevention
06 Systems Improvement
07 Gender Specific Programming
08 Comprehensive/Coordinated Mental Health
Services

Federal Funds

CHALLENGEN GRANT (JE)**Challenge Activities**

A Juvenile Justice Services
H Alternative Schools

Federal Funds

BUDGET NARRATIVE

PLANS FOR CONTINUATION FUNDING